

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF SCIENCE AND TECHNOLOGY

WASHINGTON, D.C. 20506

28 February 1967

Dear Paul:

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As you know, [REDACTED] has provided secretarial service to the Guidance and Evaluation Panel for the last year. She was "on detail" to the Office of Science and Technology from your agency. I am addressing this letter to you in your role as our liaison with the agency, hoping that she will get proper recognition for her excellent work. 25X1A

Not only was [REDACTED] my personal secretary, but she also provided the entire secretarial and administrative support for the Panel. She had full responsibility for all files, correspondence, report production and editing, meeting and travel arrangements. She set up the classified filing system for the Panel and was responsible for all classified material.

Her work was made difficult by the fact that there were few established guidelines as the Panel effort was jointly sponsored by two White House groups. She showed initiative and resourcefulness in tackling these problems. Her overall work performance was of very high quality. Her secretarial skills - typing and shorthand - are superior.

Her mature and careful manner in dealing with people did much to assist the Panel effort. I have had nothing but praise for her from our Panel members. She was conscientious and willing to assist in any way she could.

As my personal secretary, I am most appreciative of her confidence and loyalty. She made my most difficult task possible. I shall be forever grateful.

Sincerely yours,



Thomas S. McFee
Executive Secretary
Guidance & Evaluation Panel

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[REDACTED]
Central Intelligence Agency
Washington, D. C. 20505